Wisconsin Medicaid
Case Management Packet

Wisconsin
Department of
Health and Family Services

Jim Doyle
Governor

Helene Nelson
Secretary

State of Wisconsin

Department of Health and Family Services

DIVISION OF HEALTH CARE FINANCING
WISCONSIN MEDICAID AND BADGERCARE
PROVIDER SERVICES
6406 BRIDGE ROAD
MADISON WI 53784

Telephone: 800-947-9627
608-221-9883
dhfs.wisconsin.gov/medicaid
dhfs.wisconsin.gov/badgercare

Dear Medicaid Provider Applicant:

Thank you for applying for certification with the Wisconsin Medicaid program. Once you are a Medicaid provider, you will play a significant part in improving the health of low-income people in your community.

Enclosed are the certification materials you requested. Please review these materials carefully. These materials must be completed and processed before you may become a certified provider for the Wisconsin Medicaid program and begin receiving payments.

Upon certification as a Wisconsin Medicaid provider, you will receive the All Provider Handbook containing general instructions for all providers. In addition, you will also receive publications relating to the specific services you will be providing. These publications will identify the services covered by the Medicaid program and will describe Medicaid billing procedures. After reading those materials, if you have additional questions, we encourage you to use provider services. These services include both telephone and on-site assistance. If you are interested in using these services, please contact the Provider Services Unit addresses and telephone numbers listed in the All Provider Handbook.

We realize that all providers appreciate prompt payments, so we encourage providers with computers to submit claims electronically. This method reduces clerical errors and decreases turn around time. If you are interested in electronic submission of claims and would like more information, including the free software, please contact (608) 221-4746, or indicate your interest in electronic billing by completing the form in your certification materials.

Thank you, again, for your interest in becoming a certified Wisconsin Medicaid provider and for the important services that you will provide to Medicaid recipients. If you have any questions about enclosed materials, please contact the Wisconsin Medicaid Correspondence Unit at (608) 221-9883 or toll-free at 1-800-947-9627.

Sincerely,

Mark B. Moody
Administrator

MBM:mhy
MA11065/PERM

Enclosure

Wisconsin Medicaid
Checklist for Certification

The items listed below are included in your certification application. Please use this form to check that you received the materials and verify which materials you returned. Please copy all documents for your records before sending them to the fiscal agent. Keep this checklist for your records. Mail your completed application to:

Provider Maintenance
6406 Bridge Road
Madison, WI 53784-0006

The required items must be completed and returned to Wisconsin Medicaid:

	Item	Required	Optional	Date Sent
1.	Provider Application	X		
2.	Case Management Provider Information Form	X		
3.	Provider Agreement (2 copies)	X		

These items are included for your information. Do not return them:

	Item
1.	General Information
2.	Certification Criteria
3.	Terms of Reimbursement
4.	Electronic Billing Information

Wisconsin Medicaid Program
General Certification Information

Enclosed is the certification application you requested to be a Wisconsin Medicaid provider. Your certification for Wisconsin Medicaid can be approved when you send a **correctly completed application** to the address below and meet all certification requirements for your provider type. **Wisconsin Medicaid cannot reimburse any services you provide prior to your approved certification effective date.** Please carefully read the attached materials.

Where to Reach Us

If you have questions about the certification process, please call the Wisconsin Medicaid Correspondence Unit for Policy/Billing Information at (608) 221-9883 or toll-free at 1-800-947-9627.

Copy all application documents for your records. Send your completed certification materials to:

Wisconsin Medicaid
Provider Maintenance
6406 Bridge Road
Madison, WI 53784-0006

Certification Effective Date

Wisconsin Medicaid regulations are followed when assigning your initial effective date as described here:

1. The date you notify Wisconsin Medicaid of your intent to provide services is the earliest effective date possible and will be your initial effective date **if**:
   - You meet all applicable licensure, certification, authorization, or other credential requirements as a prerequisite for Medicaid on the date of notification. Do not hold your application for pending licensure, Medicare, or other required certification. Wisconsin Medicaid will keep your original application on file. Send Wisconsin Medicaid proof of eligibility documents immediately once available for continued processing.
   - Wisconsin Medicaid receives your **properly completed certification** application within 30 days of the date the application was mailed to you.

2. If Wisconsin Medicaid receives your application more than 30 days after it was mailed to you, your initial effective date will be the date Wisconsin Medicaid receives your correctly completed application.

3. If Wisconsin Medicaid receives your incomplete or unclear application within the 30-day deadline, you will be granted one 30-day extension. Wisconsin Medicaid must receive your response to Wisconsin Medicaid's request for additional information within 30 days from the date on the letter requesting the missing information or item(s). This extension may allow you additional time to obtain proof of eligibility (such as license verifications, transcripts, other certification, etc.)

4. If you don't send complete information within the original 30-day deadline or 30-day extension, your initial effective date will be based on the date Wisconsin Medicaid receives your complete and accurate application materials.

Notification of Certification Decision

Within 60 days after Wisconsin Medicaid receives your completed application, you will be notified of the status of your certification. If Wisconsin Medicaid needs to verify your licensure or credentials, it may take longer. You will be notified as soon as Wisconsin Medicaid completes the verification process.

If you are certified to provide Medicaid services, you will receive written notice of your approval, including your Wisconsin Medicaid provider number and certification effective date.

Notification of Changes

Your certification in Wisconsin Medicaid is maintained only if your certification information on file at Wisconsin Medicaid is current. You must inform Wisconsin Medicaid in advance of any changes such as licensure, certification, group affiliation, corporate name, ownership, and physical or payee address. **Send your written notice to Wisconsin Medicaid Provider Maintenance**. This notice must state when these changes take effect. Include your provider number(s) and signature. Do not write your notice or change on claims or prior authorization requests.

Failure to notify Wisconsin Medicaid of these types of changes may result in:

- Incorrect reimbursement.
- Misdirected payment.
- Claim denial.
- Suspension of payments in the event provider mail is returned to Wisconsin Medicaid for lack of current address.

Provider Agreement Form

Your agreement to provide Medicaid services must be signed by you and the Wisconsin Department of Health and Family Services. This agreement states that both parties agree to abide by Wisconsin Medicaid's rules and regulations.

The agreement is valid for a maximum of one year. All Provider Agreements expire annually on March 31. The Department of Health and Family Services may renew or extend the Provider Agreement at that time.

You cannot transfer, assign, or change the Provider Agreement.

The application includes two copies of the Provider Agreement. Complete, sign, and return both copies. Type or clearly print your name as the applicant's name both on the line on page 1 and on the appropriate line on the last page of the agreement. You must use the same provider name on the application forms and Provider Agreement. When the certification process is complete, you will receive one copy of your processed and signed Provider Agreement. The other copy will be kept in your Wisconsin Medicaid file.

Terms of Reimbursement (TOR)

The TOR explains current reimbursement methodologies applicable to your particular provider type. It is referenced by, and incorporated within, the provider agreement. Keep the TOR for your files.

Certification Requirements

The Wisconsin Administrative Code contains requirements that providers must meet in order to be certified for Wisconsin Medicaid. The code and any special certification materials applicable to your provider type are included as certification requirements.

Publications

Along with your notice, Wisconsin Medicaid will send one copy of all applicable provider publications. The publications include program policies, procedures, and resources you can contact if you have questions.

Many clinics and groups have requested to receive only a few copies of each publication, rather than a personal copy for each Medicaid-certified individual provider in the clinic or group. If you are an individual provider who is a member of a Medicaid-certified clinic or group, you may reassign your copy to your clinic or group office. Please decide if you wish to receive your personal copy of Medicaid publications or if it is sufficient for your Medicaid-certified clinic or group office to receive copies.

If you do not wish to receive personal copies of Medicaid publications, please complete the attached "Deletion from Publications Mailing List Form." If you wish to have your copy of publications reassigned to your clinic or group, also complete the "Additional Publications Request Form."

Case Management Certification Criteria

I. Providers Eligible for Certification

In order to receive Wisconsin Medicaid certification as a provider of case management services, an agency must be one of the following:

(a) An agency with state statutory authority to operate one or more community human service programs.

Note: Agencies with state statutory authority to operate one or more community human service programs include county or Indian tribal departments of community programs, departments of social services, departments of human services, or county or tribal aging units.

(b) A local health department operated by county, city, village, town, combined city and county or multiple counties.

(c) A private nonprofit agency providing services funded by the department from the appropriation under s. 20.435(5)(am), Stats., for purpose of providing life care and early intervention services to persons diagnosed as having HIV infection.

(d) An independent living center as defined in s.46.96(1)(a), Wis. Stats.

Note: Wisconsin Medicaid will issue one provider number for case management services per agency.

II. Local Election to Participate

Per HFS 105.51(7), Wisconsin Administrative Code, public entities are eligible for case management certification if the local county, city, village or tribal governing board or government has elected to participate in this service. The case management agency requesting certification shall provide written proof of the election of the county, city, village, or tribal government to participate.

This election is binding on public case management agencies providing services within the affected areas. The county, city, village, or tribal government may terminate or modify its participation by giving a 30-day written notice to the Department.

Case management agencies, certified under Wisconsin Medicaid, must offer all case management components defined under s. HFS 107.32(1) so that recipients can receive the component(s) that meet their needs.

III. Target Populations

Per Section 49.45(25)(am), Wisconsin Statutes, the groups of recipients listed below may receive Wisconsin Medicaid-reimbursed case management services. Agencies applying for Wisconsin Medicaid case management certification must specify which target population(s) they plan to serve:

- Persons age 65 or over
- Persons with a diagnosis of Alzheimer's disease or related dementia, as defined in s. 46.87(1)(a), Wis. Stats.
- Persons with a developmental disability as defined in 51.01(5)(a), Wis. Stats.
- Persons who are age 21 or older with a chronic mental illness as defined in s. 51.01(3g), Stats.
- Persons with a physical or sensory disability, as defined in s. HFS 101.03, Wis. Admin. Code
- Persons having an alcohol or drug dependency, as defined in s.51.01(1), Wis. Stats. or s. 51.01(8), Wis. Stats.
- Persons diagnosed as having HIV infection, as defined in s. 252.01(2), Wis. Stats.
- Persons who are severely emotionally disturbed and under age 21, as defined in s. 49.45(25)(a), Wis. Stats.
- Persons diagnosed with asthma and under age 21
- Persons infected with tuberculosis
- Women 45 to 64 years old
- Children enrolled in a Birth to 3 Program certified under HFS 90, Wis. Admin. Code
- Families with a child(ren) under age 21 who is at risk of a physical, mental or emotional dysfunction. This target population includes the following five subgroups:
  - Families with a child(ren) with special health care needs, including lead poisoning.
  - Families with a child(ren) who is at risk of maltreatment.
  - Families with a child(ren) involved in the juvenile justice system.

- Families where the primary caregiver has a mental illness, developmental disability, or substance abuse disorder that is affecting their child's growth and development.

- Families where the mother required or met the criteria to receive prenatal care coordination services under s. HFS 107.34 and coordination services continue to be required.

Eligible public entities and independent living centers may serve all Medicaid target populations. Agencies providing services funded by the department from the appropriation under s. 20.435(5)(am), Wis. Stats., must indicate the target group "persons diagnosed as having HIV infection" only.

IV. Required Staff

Per HFS 105.51(2), Wisconsin Administrative Code, to provide case assessment or case planning services reimbursable under Wisconsin Medicaid, persons employed by or under contract to a Medicaid-certified case management agency shall meet both of the following:

- Possess a degree in a human services-related field and one year of supervised experience, or two years of supervised experience working with people in the target population, or an equivalent combination of training and experience.

- Possess knowledge of the local service delivery system, the needs of the target group(s) served, the need for integrated services, and the resources available or needing to be developed.

To provide ongoing monitoring and service coordination reimbursable under Wisconsin Medicaid, staff must have knowledge of the following:

- The local service delivery system.

- The needs of the target population(s) to be served.

- The need for integrated services.

- The resources available or needing to be developed.

Note: Case managers typically gain the above knowledge through one year of supervised experience working with persons in the target population(s).

V. Sufficiency of Agency Certification

According to HFS 105.51(3), Wisconsin Administrative Code, individuals employed by or under contract to an agency certified to provide case management services may provide case management services upon the Department's issuance of certification to the agency.

The Medicaid-certified case management agency shall maintain a list of the names of individuals employed by or under contract to the agency who are performing case management services for which reimbursement may be claimed under Wisconsin Medicaid. This list shall certify the credentials possessed by the named individuals, which qualify them to provide case management services.

Upon the Department's request, an agency shall promptly report to the Department in writing of the employment of persons who will be providing case management services under Wisconsin Medicaid. The agency shall also provide the names of persons who have been, but are no longer, providing targeted case management services under Wisconsin Medicaid.

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CASE MANAGEMENT
TERMS OF REIMBURSEMENT

The Department will establish contracted hourly rates for all covered services provided by certified case management agencies to Wisconsin Medicaid program recipients eligible on the date of service. The contracted hourly rates are applicable to all service components provided for certified case management agencies by providers under contract to that agency for case management services. The contracted hourly rates shall be based on various factors, including a review of usual and customary charges submitted to Medicaid, the Wisconsin State Legislature's Medicaid budgetary constraints, and other relevant economic limitations. Contracted hourly rates may be adjusted to reflect reimbursement limits or limits on the availability of federal funding as specified in federal law.

Providers are required to bill their usual and customary charges for services provided. The usual and customary charge is the amount charged by the provider for the same service when provided to non-Medicaid patients. For providers using a sliding fee scale for specific services, the usual and customary charge is the median of the individual provider's charge for the service when provided to non-Medicaid patients.

For each covered service, the Department shall pay the federal Medicaid share of the contracted hourly rate established by the Department. Medicaid reimbursement, less appropriate copayments and payments by other insurers, will be considered to be payment in full.

Providers will be reimbursed by Medicaid only for that portion of allowable costs for which federal financial participation (FFP) is available. The State share shall come from non-federal funds available to the case management agencies. The case management agency will be responsible for maintaining an audit trail to document their contribution of this State share. Medicaid FFP funds can never be matched with other federal monies.

The Department will adjust payments made to providers to reflect the amounts of any allowable copayments which the providers are required to collect pursuant to Chapter 49, Wisconsin Statutes.

Payments for deductible and coinsurance payable on an assigned Medicare claim shall be made in accordance with Section 49.46(2)(c), Wisconsin Statutes.

In accordance with federal regulations contained in 42 CFR 447.205, the Department will provide public notice in advance of the effective date of any significant proposed change in its methods and standards for setting contracted hourly rates for services.

Applicable Provider Type(s): 90 Revised: April 1, 1994

PC08152/TOR

WISCONSIN MEDICAID

PROVIDER APPLICATION INFORMATION AND INSTRUCTIONS

Wisconsin Medicaid requires information to enable Medicaid to certify providers and to authorize and pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to Medicaid administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for the services.

The use of this form is voluntary. However, in order to be certified, you must complete this form and submit it to the address indicated.

INSTRUCTIONS: Type or print your information on this application. Complete all sections. If a question does not apply to your application, write "N/A" in the field. Failure to complete all sections of this application will cause delay and may cause denial of certification.

IMPORTANT NOTICE: In receiving this application from and granting Medicaid certification to the individual or other entity named below as "Provider Applicant," Wisconsin Medicaid relies on the truth of all the following statements:

1. Provider Applicant submitted this application or authorized or otherwise caused it to be submitted.
2. All information entered on this application is accurate and complete, and that if any of that information changes after this application is submitted Provider Applicant will timely notify Wisconsin Medicaid of any such change.
3. By submitting this application or causing or authorizing it to be submitted, Provider Applicant agrees to abide by all statutes, rules, and policies governing Wisconsin Medicaid.
4. Provider Applicant knows and understands the certification requirements included in the application materials for the applicable provider types.

If any of the foregoing statements are not true, Wisconsin Medicaid may terminate Provider Applicant's certification or take other action authorized under ch. HFS106, Wis. Admin. Code, or other legal authority governing Wisconsin Medicaid.

DISTRIBUTION — Submit completed form to:

Wisconsin Medicaid
Provider Maintenance
6406 Bridge Road
Madison WI 53784-0006

If you have any questions, call Provider Services at (800) 947-9627.

FOR OFFICE USE ONLY

ECN	Date Requested	Date Mailed

Provider Number	Effective Date
Provider Type	**Provider Specialty**

WISCONSIN MEDICAID
PROVIDER APPLICATION

INSTRUCTIONS: Type or print clearly. Before completing this application, read Information and Instructions.

This application is for:

☐ Individual.
☐ Group/Clinic.
☐ Change of Ownership, effective __ __/__ __ /__ __ __ __.

SECTION I — PROVIDER NAME AND PHYSICAL ADDRESS

Special Instructions
Name — Provider Applicant — Enter only one name. All applicants (e.g., individuals, groups, agencies, companies) must enter their name on this line. If your agency uses a "doing business as" (DBA), then enter your DBA name. The name entered on this line must exactly match the provider name used on all other documents for Wisconsin Medicaid.

Name — Group or Contact Person — Individual applicants employed by a group or agency should indicate their employer on this line. Applicants who are not employed by a group or agency may use this line as an additional name line or attention line to ensure proper mail delivery.

Address — Physical Work — Indicate address where services are primarily provided. Wisconsin Medicaid will send general information and correspondence to this address. Official correspondence will be sent certified. Failure to sign for official correspondence could result in decertification. It is not acceptable to use a drop box or post office box alone. Do not use a Medicaid recipient's residence or a billing service address.

Date of Birth — Individual / Social Security Number — Required for individual applicants only. Enter date as MM/DD/YYYY.

Name — Medicaid Contact Person, Telephone Numbers, and Fax Number — List the name, telephone number, and fax number of a person within your organization who can be contacted about Medicaid questions. Also list a telephone number clients can use to reach you. This telephone number must be kept current with Wisconsin Medicaid.

Medicare Part A Number and Medicare Part B Number — Required for Medicare-certified providers. Please use Medicare numbers appropriate for the same type of services as this application.

Name — Provider Applicant (Agency Name or Last, First Name, Middle Initial)			
Name — Group or Contact Person			
Address — Physical Work			
City	State	Zip Code	County
Date of Birth — Individual	SSN		Name — Medicaid Contact Person
Telephone Number — Medicaid Contact Person	Telephone Number — For Client Use		Fax Number
Current and/or Previous State Medicaid Provider Number ☐ Wisconsin ☐ Other			
Medicare Part A Number			Effective Date
Medicare Part B Number			Effective Date

SECTION II — ADDITIONAL INFORMATION

Special Instructions
Respond to all applicable items:

- **All applicants must complete question 1. Providers with a physical address in Minnesota, Michigan, Iowa, or Illinois** must attach a copy of their current license.
- **Physicians** must answer **question 2**.
- **Applicants who will bill for laboratory tests** must answer **question 3**. Attach a copy of their current Clinical Laboratory Improvement Amendment (CLIA) certificate.
- **All applicants certified to prescribe drugs** must answer **question 4**.
- **Individuals affiliated with a Medicaid-certified group** must answer **question 5**.

1. Individual or Agency License, Certification, or Regulation Number(s)

2. Unique Physician Identification Number (UPIN)

3. CLIA Number

4. Drug Enforcement Administration (DEA) Number

5. Medicaid Clinic/Group Number

SECTION III — PROVIDER PAYEE NAME AND PAYEE ADDRESS

Special Instructions
Name — Payee — Enter the name to whom checks are payable. Individuals reporting income to the Internal Revenue Service (IRS) under a SSN must enter the individual name recorded with the IRS for the SSN. Applicants reporting income to the IRS under an employer identification number (EIN) must enter the name exactly as it is recorded with the IRS for the EIN.

TIN — Enter the Taxpayer Identification Number (TIN) that should be used to report income to the IRS. Check whether the TIN is an EIN or SSN. The number entered must be the TIN of the payee name entered. The payee name and TIN must exactly match what is on record with the IRS.

TIN Effective Date — This is the date the TIN became effective for the provider.

Name — Group or Contact Person (Optional) — Enter an additional name (e.g., business, group, agency) that should be printed on checks and Remittance and Status (R/S) Reports (payment/denial report) to ensure proper delivery.

Address — Payee — Indicate where checks and R/S Reports should be mailed. A post office box alone may be used for this address.

Name — Payee

TIN	TIN Effective Date	☐ EIN or ☐ SSN

Name — Group or Contact Person

Address — Payee

City	County	State	Zip Code

SECTION IV — TYPE OF CERTIFICATION

Check the provider type for this application from the list below. A separate application is required (in most cases) for each provider type for which you wish to be certified. An individual may choose only one provider type per application.

- ☐ Ambulance.
- ☐ Ambulatory Surgery Center.
- ☐ Anesthesiology Assistant*.
- ☐ Anesthetist CRNA.
- ☐ Audiologist.
- ☐ Audiologist/Hearing Instrument Specialist.
- ☐ Case Management.
- ☐ Chiropractor.
- ☐ Community Care Organization.
- ☐ Dentist, Specialty _____.
- ☐ End Stage Renal Disease.
- ☐ Family Planning Clinic.
- ☐ HealthCheck Screener.
- ☐ HealthCheck "Other" Services:
  - ☐ Other Eligible Services.
- ☐ Hearing Instrument Specialist.
- ☐ Home Health Agency:
  - ☐ With Personal Care.
  - ☐ With Respiratory Care.
- ☐ Hospice.
- ☐ Independent Lab.
- ☐ Individual Medical Supply:
  - ☐ Orthodontist and/or: Prosthetist.
    Other _____.
- ☐ Medical Vendor/Durable Medical Equipment (DME).
- ☐ Nurse Practitioner:
  - ☐ Certified Nurse Midwife (masters level or equivalent).
- ☐ Nurse Services (Independent Home Care):
  - ☐ Respiratory Care Services.
  - ☐ Private Duty.
  - ☐ Midwife.
- ☐ Occupational Therapy (OT).
- ☐ OT Assistant*.
- ☐ Optician.
- ☐ Optometrist.
- ☐ Osteopath (See below).
- ☐ Osteopath Group/Clinic (See below).
- ☐ Personal Care Agency.
- ☐ Pharmacy.
- ☐ Physical Therapy (PT).
- ☐ PT Assistant*.
- ☐ Physician (See below).
- ☐ Physician Assistant*.
- ☐ Physician Group/Clinic (See below).
- ☐ Podiatrist.
- ☐ Portable X-ray.
- ☐ Prenatal Care Coordination (PNCC).
- ☐ Rehabilitation Agency.
- ☐ Respiratory Therapist.
- ☐ Rural Health Clinic.
- ☐ School-Based Services.
- ☐ Specialized Medical Vehicle Transportation.
- ☐ Speech and Hearing Clinic.
- ☐ Speech and Pathology:
  - ☐ Master's Level.
  - ☐ Bachelor's Level*.
- ☐ Therapy Group (Two therapies, i.e., OT and PT).
- ☐ Others (Describe): _____
  _____.

*Individuals must be supervised and cannot independently bill Wisconsin Medicaid. In most cases, the clinic must submit claims.

Osteopaths or physicians, or a group/clinic of an osteopath or physician, must indicate the specialty below (select one specialty):

- ☐ Allergy.
- ☐ Anesthesiology.
- ☐ Cardiovascular Disease.
- ☐ Clinic.
- ☐ Dermatology.
- ☐ Ear, Nose, Throat Otorhinolaryngology.
- ☐ Emergency Medicine.
- ☐ Family Practice.
- ☐ Gastroenterology.
- ☐ General Practice.
- ☐ General Surgery.
- ☐ Geriatrics.
- ☐ Internal Medicine.
- ☐ Manipulative Therapy.
- ☐ Miscellaneous.
- ☐ Nephrology.
- ☐ Neurological Surgery.
- ☐ Neurology.
- ☐ Nuclear Medicine.
- ☐ Obstetrics and Gynecology.
- ☐ Oncology and Hematology.
- ☐ Ophthalmology.
- ☐ Optometry.
- ☐ Orthopedic Surgery.
- ☐ Pathology.
- ☐ Pediatrics.
- ☐ Pediatric Allergy.
- ☐ Pediatric Cardiology.
- ☐ Physical Medicine and Rehab.
- ☐ Plastic Surgery.
- ☐ Preventive Medicine.
- ☐ Proctology.
- ☐ Psychiatry (MDs attach a proof of completed psychiatric residency).
- ☐ Pulmonary Disease.
- ☐ Radiation Therapy.
- ☐ Radiology.
- ☐ Thoracic and Cardiovascular Surgery.
- ☐ Urgent Care.
- ☐ Urology.

SECTION V — MEMBERS OF GROUP OR CLINIC

Required: If this application is for a group or clinic, complete the chart below by listing all individuals providing Medicaid services at the clinic.

Name —Provider	Address —Provider Physical Work	Specialty	License Number	Provider Number

SECTION VI — APPLICANT'S TYPES OF SERVICE PROVIDED AND TYPE OF BUSINESS

1. List the types of Medicaid services the applicant's agency will provide (such as dental, emergency transportation, home health, personal care, pharmacy, physician, psychiatric counseling, respiratory care services, etc.).

2. Applicant's type of business (check appropriate box):

- ☐ Individual.
- ☐ Sole Proprietor:
  County and state where registered _____.
- ☐ Corporation for Nonprofit.
- ☐ Limited Liability.
- ☐ Corporation for Profit.
  State of registration _____

  Names of corporate officers _____

  _____
- ☐ Partnership.
  State of registration _____.

  Names of all partners and SSNs (use additional sheet if needed):

  Name _____ SSN _____

  Name _____ SSN _____

Governmental (check one):

- ☐ County.
- ☐ State.
- ☐ Municipality (city, town, village).
- ☐ Tribal.

- ☐ Other, specify _____.

Definitions for Sections VII-IX

Controlling interest — Controlling interest includes, but is not limited to, those enumerated; that is, all owners, creditors, controlling officers, administrators, mortgage holders, employees or stockholders with holdings of 10% or greater of outstanding stock, or holders of any other such position or relationship who may have a bearing on the operation or administration of a medical services-related business.

SECTION VII — TERMINATION / CONVICTION / SANCTION INFORMATION

Has the applicant, any employee of the applicant, any person in whom the applicant has a controlling interest, or any person having a controlling interest in the applicant been terminated from or convicted of a crime related to a federal or state program?

☐ **Yes** ☐ **No**

If yes, please explain:

SECTION VIII — CONTROLLING INTEREST IN OTHER HEALTH CARE PROVIDERS

Copy this page and complete as needed.

Does the applicant have a controlling interest in any vendors of special service categories such as, but not limited to, drugs/pharmacy, medical supplies/durable medical equipment, transportation, visiting nurse and/or home health agency, providers of any type of therapy?

☐ **Yes.** Identify each health care provider the applicant has a controlling interest or ownership in, supply the information, and describe the type and percentage of controlling interest or ownership (e.g., 5% owner, 50% partner, administrator).
☐ **No.** Go to Section IX.

Name			
Medical Provider Number(s)	SSN/EIN		
Address			
City	State	Zip Code	County
Telephone Number — Business	Telephone Number — Home	Type and percentage of controlling interest or ownership	

Are all of the services provided by the applicant and any special service vendors in which the applicant has a controlling interest billed under a single provider number?

☐ **Yes.** Enter the number:_____.
☐ **No.**

SECTION IX — CONTROLLING INTEREST OTHERS (INDIVIDUAL AND / OR ENTITY) HAVE IN THE APPLICANT

Copy this page and complete as needed.

Does any person and/or entity have a controlling interest in any of the Medicaid services the applicant provides? ☐ **Yes** ☐ **No**

If yes, list the names and addresses of all persons and/or entities with a controlling interest in the applicant.

Name — Individual or Entity			
Address			
City	State	Zip Code	County
Telephone Number — Business	Telephone Number — Home	Type and percentage of controlling interest or ownership	
SSN or IRS Tax Number	Provider Number, if applicable		

Case Management Provider Information

Provider Name	Provider Number

I. Agency Identification

The agencies listed below are eligible for certification as providers of Wisconsin Medicaid case management services. Please indicate under which of the following categories you are applying.

Public Entity:

☐ County or tribal department of community programs (51.42 and 51.42/.437 boards)

☐ County or tribal department of social services

☐ County or tribal department of human services

☐ County or tribal aging unit

☐ County or tribal department of developmental disabilities services (51.437 board)

☐ County or tribal, city, village, town, or combined city/county/tribal public health agency, and multiple county or tribal health departments (as defined under 251.02, Wis. Stats.

Private Entity:

☐ Independent Living Center, as defined under s. 46.96(1)(a), Wis. Stats.

☐ A private non-profit agency funded by the Department of Health and Family Services under s. 20.435(5)(am), Wis. Stats., for the purpose of providing life care services to persons diagnosed as having HIV infection.

Federally Qualified Health Center (FQHC)

Is your agency categorized as an FQHC? ☐ Yes ☐ No

II. Target Population Wisconsin Selection

Agencies applying for Medicaid case management certification must identify which target population(s) they plan to serve. Please indicate the population(s) that you will be serving:

☐ Persons age 65 or over

☐ Persons with a diagnosis of Alzheimer's disease or related dementia, as defined in s. 46.87(1)(a), Stats.

☐ Persons with a developmental disability as defined in s. 51.01(5)(a), Stats.

☐ Persons who are age 21 or older with a chronic mental illness as defined in s. 51.01(3g), Stats.

☐ Persons with a physical or sensory disability, as defined in s. HFS 101.03, Wis. Admin. Code

☐ Persons having an alcohol or drug dependency, as defined in s. 51.01(1), Stats. or s. 51.01(8), Stats.

☐ Persons diagnosed as having HIV infection, as defined in s. 252.01(2), Stats.

☐ Persons who are severely emotionally disturbed and under age 21, as defined in s. 49.45(25)(a), Stats.

☐ Persons diagnosed with asthma and under age 21

☐ Persons infected with tuberculosis

☐ Women 45 to 64 years old

☐ Children enrolled in a Birth to 3 Program certified under HFS 90, Wis. Admin. Code

☐ Families with a child(ren) under age 21 who is at risk of a physical, mental or emotional dysfunction. This target population includes the following five subgroups:

- Families with a child(ren) with special health care needs, including lead poisoning.
- Families with a child(ren) who is at risk of maltreatment.
- Families with a child(ren) involved in the juvenile justice system.
- Families where the primary caregiver has a mental illness, developmental disability, or substance abuse disorder that is affecting their child's growth and development.

- Families where the mother required or met the criteria to receive prenatal care coordination services under s. HFS 107.34 and coordination services continue to be required.

Please note: Eligible public entities and independent living centers may serve all Medicaid target populations. Agencies providing services funded by the department from the appropriation under s. 20.435(5)(am), Stats., must indicate the target group "persons diagnosed as having HIV infection" only.

III. Required Staff

Per HFS 105.51(2), Wisconsin Administrative Code, to provide case assessment or case planning services reimbursable under Wisconsin Medicaid, persons employed by or under contract to a Medicaid-certified case management agency must meet the criteria listed below.

Does your agency (or the agency with which you are contracting) emp loy at least one person who meet both of the following criteria?

Yes	No	
☐	☐	Possess a degree in a human services-related field and one year of supervised experience, or two years of supervised experience working with people in the target population(s), or an equivalent combination of training and experience?
☐	☐	Possess knowledge of the local service delivery system, the needs of the target group(s) selected, the need for integrated services, and the resources available or needing to be developed.

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DIVISION OF HEALTH CARE FINANCING
WISCONSIN MEDICAID AND BADGERCARE
PROVIDER SERVICES
6406 BRIDGE ROAD
MADISON WI 53784

Telephone: 800-947-9627
608-221-9883
dhfs.wisconsin.gov/medicaid
dhfs.wisconsin.gov/badgercare

Jim Doyle
Governor

Helene Nelson
Secretary

State of Wisconsin

Department of Health and Family Services

DOH 1111D (Rev. 06/00)
DHFS/HEALTH
Wis. Adm Code HSS 105.01

DEPARTMENT OF HEALTH AND FAMILY SERVICES
WISCONSIN MEDICAID PROGRAM PROVIDER AGREEMENT
(For Case Management Agencies)

The State of Wisconsin, Department of Health and Family Services, hereinafter referred to as the Department, hereby enters into an agreement with (fill in name here)

_____,

Provider's Name and Number (if assigned). Name must exactly match the name used on all other documents.

a provider of case management services, hereinafter referred to as the provider, to provide services under Wisconsin's Medicaid program, subject to the following terms and conditions:

1. The provider shall comply with all federal laws, including laws relating to Title XIX of the Social Security Act, State laws pertinent to Wisconsin's Medicaid program, official written policy as transmitted to the provider in the Wisconsin Medicaid program handbooks and bulletins, the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Department of Health and Family Services Standards for Equal Opportunity in Service Delivery, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Wisconsin Fair Employment Law, as are now in effect or as may later be amended.

2. The Department shall reimburse the provider for services and items properly provided under the program in accordance with the "Terms of Reimbursement," as are now in effect or as may later be amended.

3. The provider that has signed hereto elect(s) to serve the population identified on Form C, incorporated herein by reference. The provider may terminate or amend this election by providing 30-days prior written notice to the Bureau of Health Care Financing.

4. The provider shall ensure that case management services are equally available to all eligible Medicaid recipients in each of the populations for which the provider has identified that it would serve, subject to the availability of resources.

5. The provider shall be liable for the entire amount of any overpayment, as defined by Medicaid program policies and procedures.

6. The provider shall also be liable for the entire amount of an audit adjustment and/or disallowance attributed to the provider by the federal government or by the Department. No fiscal sanction shall, under this paragraph, be taken against a provider unless it is based upon a specific policy which was: (a) effective during the time period that is being audited; and (b) communicated to the provider in writing by the Department or the federal government prior to the time period audited.

7. The provider shall assure and document the availability and use of non-federal funds sufficient to provide for the non-federal share of all Wisconsin Medicaid program payments under this agreement.

8. In accordance with 42 CFR s. 431.107 of the federal Medicaid regulations, the provider agrees to keep any records necessary to disclose the extent of services provided to recipients, upon request, and to furnish to the Department, the Secretary of the federal Department of Health and Human Services, or the state Medicaid Fraud Control Unit, any information regarding services provided and payments claimed by the provider for furnishing services under the Wisconsin Medicaid program.

9. The provider agrees to comply with the disclosure requirements of 42 CFR Part 455, Subpart B, as now in effect or as may be amended. The provider shall furnish to the Department in writing:

   (a) the names and addresses of all vendors of drugs, medical supplies or transportation, or other providers in which it has a controlling interest or ownership;
   (b) the names and addresses of all persons who have a controlling interest in the provider;
   (c) whether any of the persons named in compliance with (a) and (b) above are related to another as spouse, parent, child, or sibling;
   (d) the names, addresses, and any significant business transactions between the provider and any subcontractor;
   (e) the identity of any person who has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid or Title XIX services programs since the inception of those programs.

10. The provider hereby affirms that it and each person employed by it for the purpose of providing services holds all licenses or similar entitlements as specified in HFS 101 to 108 and required by federal or state statute, regulation, or rule for the provision of the service.

11. The provider consents to the use of statistical sampling and extrapolation as the means to determine the amounts owed by the provider to the Medicaid program as a result of an investigation or audit conducted by the Department, the Department of Justice Medicaid Fraud Control Unit, the federal Department of Health and Human Services, the Federal Bureau of Investigation, or an authorized agent of any of these.

12. Unless earlier terminated as provided in paragraph 12 below, this agreement shall remain in full force and effect for a maximum of one year, with the agreement expiring annually on March 31. Renewal shall be governed by s. HFS 105.02(8), Wisconsin Administrative Code.

13. This agreement may be terminated as follows:

   (a) By the provider as provided at s. HFS 106.05, Wisconsin Administrative Code.
   (b) By the Department upon grounds set forth at s. HFS 106.06, Wisconsin Administrative Code.

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Signatures follow on page 3

ALL THREE PAGES OF THIS PROVIDER AGREEMENT MUST BE RETURNED TOGETHER

Name of Provider (Typed or Printed)

Physical Street Address City (WI only) Zip

Typed or Printed Name of Agency Head

TITLE: _____
BY: _____

DATE: _____ Phone #: _____

(For Department Use Only)

STATE OF WISCONSIN
DEPARTMENT OF HEALTH
AND FAMILY SERVICES

BY: _____

DATE: _____

Note: The Provider Agreement for a **public** case management provider must include the signature of the County Board Authorized Agent or Designee below, signifying approval for the Provider to use non-federal funds. If a **public** case management provider serves more than one county, the additional county must also sign below. If more than two counties are served, attach a copy of this page to obtain the additional county(s) signature(s).

1) BY: _____
Signature of Board Chairperson or Authorized Designee

_____
Typed/Printed Name of Chairperson/Designee

_____
Address City Zip

DATE: _____ Phone #: _____

2) BY: _____
Signature of Board Chairperson or Authorized Designee

_____
Typed/Printed Name of Chairperson/Designee

_____
Address City Zip

DATE: _____ Phone #: _____

MODIFICATIONS TO THIS AGREEMENT CANNOT AND WILL NOT BE AGREED TO. THIS AGREEMENT IS NOT TRANSFERABLE OR ASSIGNABLE.

Below, please fill in the address where your countersigned provider agreement is to be returned.

PRINT CLEARLY, THIS IS YOUR MAILING LABEL for recertification (renewals) only.
Fill in the address below if the processed Provider Agreement should be sent to a different address than the physical street address above.

_____

_____

_____

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   (c) whether any of the persons named in compliance with (a) and (b) above are related to another as spouse, parent, child, or sibling;
   (d) the names, addresses, and any significant business transactions between the provider and any subcontractor;
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Name of Provider (Typed or Printed)

Physical Street Address City (WI only) Zip

Typed or Printed Name of Agency Head

TITLE: _____
BY: _____

DATE: _____ Phone #: _____

(For Department Use Only)

STATE OF WISCONSIN
DEPARTMENT OF HEALTH
AND FAMILY SERVICES

BY: _____

DATE: _____

Note: The Provider Agreement for a **public** case management provider must include the signature of the County Board Authorized Agent or Designee below, signifying approval for the Provider to use non-federal funds. If a **public** case management provider serves more than one county, the additional county must also sign below. If more than two counties are served, attach a copy of this page to obtain the additional county(s) signature(s).

1) BY: _____
Signature of Board Chairperson or Authorized Designee

_____
Typed/Printed Name of Chairperson/Designee

_____
Address City Zip

DATE: _____ Phone #: _____

2) BY: _____
Signature of Board Chairperson or Authorized Designee

_____
Typed/Printed Name of Chairperson/Designee

_____
Address City Zip

DATE: _____ Phone #: _____

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Fill in the address below if the processed Provider Agreement should be sent to a different address than the physical street address above.

_____

_____

_____

WISCONSIN MEDICAID
ELECTRONIC BILLING GENERAL INFORMATION

Wisconsin Medicaid has several electronic billing options available for trading partners to submit electronic claims. HIPAA compliant Software is available at no cost for submitting claims to Wisconsin Medicaid except for retail pharmacy services. For further information, or to order free software refer to: *dhfs.wisconsin.gov/medicaid9/pes/pes.htm* or contact the Provider Services at 1-800-947-9627 or the EDI Department at 608-221-9036.

ELECTRONIC METHODS FOR SUBMITTING MEDICAID CLAIMS

- Provider Electronic Solutions (PES) – Wisconsin Medicaid HIPAA Compliant Free Software
    - 837 Institutional
    - 837 Professional
    - 837 Dental
    - 997 Functional Acknowledgement
    - 835 Health Care Payment Advice

- Cartridge - Providers with the capability to create their claim information on 3480, 3490 or 3490E cartridge can submit those tapes to Wisconsin Medicaid in the HIPAA compliant formats.

- RAS/Internet – Allows providers to send their data files to Wisconsin Medicaid using a direct RAS connection or Web Browser.

- Third Party Biller – Providers have the option of purchasing a billing system or contracting with a Third Party Biller, to submit their claims.